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LEHIGH VALLEY TO HOST MARAC SPRING MEETING

Since the completion of the Lehigh Valley Railroad this region of the country has been visited by thousands—a large proportion of whom have come solely with the view of obtaining recreation, and a change from the old round of tours which, from frequent repetition, no longer yield them the same freshness of attraction as in former times. They have been gratified and delighted with the beauty of the scenery, novelty of the objects, and exhilarating salubrity of the mountain atmosphere. Many of them have returned from time to time, always finding something new on which they could dwell with pleasure.

M.S. Henry, *History of the Lehigh Valley*.

So it was in the Lehigh Valley of 1860, and so it is today (except that the Lehigh Valley Railroad no longer runs trains). The Lehigh Valley has much to offer MARAC members and guests when the spring meeting convenes in Allentown, April 28-30, 1988. It is an area of great historical interest. The three cities of the valley were all founded in the mid-eighteenth century—Bethlehem in 1741, Easton in 1750, and Allentown in 1762. Early a major center of industrialization, the valley has been home to railroads, canals, coal mines, iron furnaces, zinc mines, slate quarries, cement kilns, and, of course, steel works. Cultural institutions followed on the heels of industrial development and the valley is also home to an art museum, a symphony, several public libraries, museums and historical societies, and institutions of higher education, among them Allentown, Cedar Crest, Lafayette, Moravian, and Muhlenberg Colleges, and Lehigh University.

The Lehigh Valley lies in the very heart of the MARAC region, hence journey time is reasonable from all points. Allentown is only two hours by car from: New York City to the east, Philadelphia to the

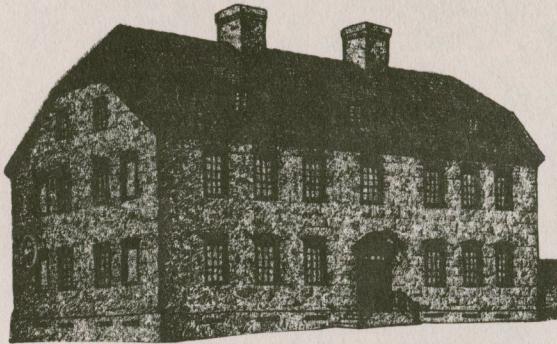
south, and Harrisburg to the west. The city is served by the Allentown-Bethlehem-Easton (ABE) Airport and several major airlines—Eastern, Northwest, United, and USAir—as well as a number of regional lines. There is courtesy shuttle service from the airport to the Allentown Hilton. Allentown can also be reached by bus—Greyhound, Trailways, Trans-Bridge, and Bieber—all serve the city. The bus station is only about five blocks from the Hilton.

The Allentown Hilton will be the headquarters hotel for the conference. This modern hotel is conveniently located in the center of the downtown shopping district—directly across from the Pennsylvania Power and Light building (the dominant feature of Allentown's skyline) and Hess's flagship department store. Among other amenities, the Hilton offers a health club with exercise equipment and a heated, indoor pool, so pack your suitcases accordingly.

The Local Arrangements Committee has planned a series of tours for the Thursday afternoon of the conference to show off the valley and its history. Each of the three tours will provide participants with the distinctive flavor of the three communities that make up the Lehigh Valley. A walking tour of Allentown will feature stops at Zion Church, where the Liberty Bell was hidden in 1777; the Old Courthouse, home of the Lehigh County Museum and Historical Society; and Trout Hall, Allentown's oldest home, built in 1770 as a summer residence for the son of the city's founder. The tour will conclude with afternoon tea at one of Allentown's hotels.

The Bethlehem tour will focus on the Moravian origins of that city and will include guided tours of the area of the first settlement. The Single Sisters' House, the Single Brothers' House, the Widows' House, and Bell House, the Central Moravian Church, and God's Acre cemetery are some of the notable sights. The eighteenth-century industrial area will also be featured, with its 1761 Tannery and

(Continued on p. 2)



1762 Waterworks, the first municipal waterworks in America. MARAC members will also have the opportunity to visit the Moravian Archives and MAPS (the Mid-Atlantic Preservation Service). MAPS is located on Lehigh University's new Mountaintop Campus which will afford participants splendid views of the massive Bethlehem Steel works and the entire Lehigh Valley. Closing out the day will be dinner at the historic Sun Inn, among whose guests have been numbered George Washington, John Hancock, the Marquis de Lafayette, and John Adams, who called it "the best inn I ever saw."

Highlight of the Easton tour will

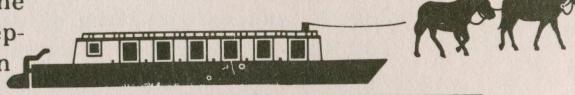
be a canal boat ride on a restored section of the Lehigh Canal. Passengers on the mule-drawn boat, the *Josiah White*, will experience something of by-gone days when canals were so critical to the life and economy of this region. As the MARAC voyage will be the first of the season for the mules, it could prove to be an especially interesting one.

The Easton tour also includes a visit to the Canal Museum's new research center, which houses collections on canals, railroads, anthracite, and iron making, as well as a visit to the Northampton County Archives and Records Center, a model facility. A brief walking tour of the lovely Lafayette College campus will conclude with a reception in the library's new special collections wing. Dinner at the historic Hotel Easton will complete the day.

Friday's luncheon speaker will be Brent D. Glass, executive director of the Pennsylvania Historical and Museum Commission. The traditional Friday evening reception will be held at the Allentown

Art Museum. MARAC members can wander through the spacious and stunning galleries to the sounds of jazz piano. Weather permitting, the sculpture garden will be open for a nighttime view of the city. Of special interest is the Frank Lloyd Wright library from the Francis W. Little house.

Local Arrangements Committee members include Barbara Bailey Bauer (Easton Area Public Library Historical Collection), David Glenn (Academy of the New Church Archives), June Griffiths (Lehigh County Historical Society), Phil Metzger (Lehigh University Special Collections), Pamela Nareth (Lafayette College Archives), Vernon Nelson (Moravian Archives), Carol Rusk (Allentown Art Museum Library), Mary Catherine Smith (Historic Bethlehem, Inc.), and Diane Windham Shaw, Chair (Lafayette College Special Collections).



EMPLOYMENT OPPORTUNITIES

YESHIVA UNIVERSITY

Opening for full or part-time Assistant Archivist. Duties include processing and maintaining archival materials; preparing detailed descriptions of records, documents and finding aids; providing research assistance to the University community and users of the Archives.

Applicants should hold a Master's Degree in Library Science with emphasis on Archival Management, a Master's Degree in History, or an equivalent combination of education and experience in the field. A minimum of two years of research level experience in archival work and/or a reading knowledge of Hebrew or Yiddish and preferably one European language (German) is necessary.

Submit letter of application, curriculum vitae and names of three references to: Dr. Roger S. Kohn, Yeshiva University Archives, Library Building - Rm. 405, 500 West 185th Street, NY, NY 10033.

JEWISH WAR VETERANS

Opening for full time archivist with the Jewish War Veterans, USA National Memorial, Inc. Duties: Develop finding aid and catalog to the National Memorial Archives; maintain the archives, prepare research and publications on its holdings; organize the present record groups; develop program requirements; enter information on automated retrieval system; work with scholars and staff; assist Museum Director with research, exhibit and publication projects; perform other duties as assigned by Administrator for the Memorial, and Museum Director.

Requirements: experience in working archives, and with organizing and forming record groups and writing detailed descriptions; ability to oversee archival functions; knowledge of all archival procedures. Minimum: BA degree in relevant field with specialization in archival studies.

Please send resume, salary requirements and references to: Museum Director, Jewish War Veterans, USA National Memorial, Inc., 1811 R Street, NW, Washington, DC 20009.

DOCUMENTING CULTURE IN A TECHNOLOGICAL AGE

MARAC and Allentown are a fortunate combination, especially at this period of development of technologies which will affect archival practices for years to come. Archivists are becoming increasingly aware of the advances in technology to preserve, maintain, and make available for use the culture of our society as reflected in its archives.

The pre-session workshops include records management and micrographics; description of archival materials; and appraisal of institutional archival records.

The plenary session speaker will be the newly confirmed Archivist of the United States, Dr. Donald Wilson, who will discuss his vision of the National Archives and Records Administration's future.

The sessions of Friday and Saturday are geared to the general theme and will provide an overview of archival practices. At least two sessions are intended for newcomers in the field. One will examine the current educational requirements for beginning archivists and prospects for the future. Another will look at the problems facing new archivists, especially librarians-turned-archivists.

The culture of the Lehigh Valley region and beyond will be the focus of four sessions. One will examine the documenting of several Germanic religious communities as reflected in depositories limited to a specific sect. Similarly, a session devoted to the documenting of several ethnic communities will focus on three different institutional approaches to developing and maintaining ethnic archival records.

A session devoted to archives of the performing arts will illuminate the documenting of a transitory event such as a performance in music or the dance. What is being done to salvage our industrial heritage will

be the topic of another session. Schuylkill and Chester Counties in Pennsylvania have newly developed archival and records management programs. How they were developed and how to avoid some of the obstacles in such programs will be shared with the participants.

Existing and emerging technologies will be the topic of several sessions, including one to look at new software packages available for use in the smaller archives depository. Another will emphasize the application of CD ROM and other technologies to larger archival programs. The latest automated formats for description is the subject of another session.

The uses made of an on-line patron registration form by the Pennsylvania State Archives will be shared in a session.

Another session will look at guides for genealogists. Industrial records have an identity of their own and hence may be misunderstood. A session will be devoted to discovering the perceptions researchers bring to their use of industrial records.

How the unique materials housed in college and university archives may be a source of enrichment to

the curriculum will be discussed by some who have participated in bringing the archives into the classroom. Making American history come alive and thus more meaningful for pupils from kindergarten through high school has been the aim of three depositories in Philadelphia. The success of these programs will be discussed by participants.

The influence of technology on some of the basic concerns of archivists forms another group of sessions. Several experts in the field will discuss various preservation alternatives available to the archivist. A session will be devoted to revealing methods of guarding against the ultimate threat to preservation, theft.

Another will be devoted to access to sensitive documents.

Preserving non-written cultural records is the topic of yet another.

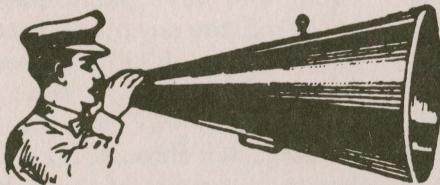
The program committee has worked hard to bring together the archivist, the region, and the technologies which will determine the direction of archival management in the foreseeable future. The spring 1988 meeting in Allentown should be an exciting and informative one.

EMPLOYMENT OPPORTUNITY

THE ARCHITECT OF THE CAPITOL

Records Management Officer: Responsible for the collection, preservation, accessibility, microfilming, computer indexing, and storage of the records of the Architect of the Capitol in all formats, including paper, microfilm, architectural drawings, photographs, and slides. The position will be filled at either a GS-9 or GS-11 level depending on experience. The selective placement factor is experience in records management work. Other factors are knowledge of archival principles and practices, computer capabilities, and correspondence procedures, and ability in oral and written expression. Applicants must submit either a SF 171 or resume and a Supplemental Statement addressing their possession of the knowledge identified above to: Personnel Division, Architect of the Capitol, H2-291B, Washington, D.C. 20515. For information, call Dr. Wolanin at (202) 225-2700 or 1222.

NEWS NOTES



THE NATIONAL AIR AND SPACE MUSEUM

will soon be forming a committee to assess its archival holdings in terms of collecting objectives and acquisition methods. They would be interested in locating archives and manuscript depositories in the Mid-Atlantic region having collection development plans for manuscript materials, as well as archival records of corporations and organizations.

Archives having a collection development plan are requested to send a copy to Harry G. Heiss, Archivist, National Air and Space Museum, Room 3100, Sixth and Independence Avenues, SW, Washington, D.C. 20560.

THE ARLINE CUSTER MEMORIAL AWARD

This MARAC award honors the memory of Arline Custer, MARAC member and editor of the National Union Catalog of Manuscript Collections, who died in 1975.

The Arline Custer Memorial Award Committee is accepting submissions and/or nominations of published articles or monographs on subjects relevant to the archival profession. Entries must be received by June 30, 1988, for consideration for the Fall 1988 award. Submissions or nominations should be sent to the Chair, Fynnette L. Eaton, Machine-readable Branch (NNSR), National Archives and Records Administration, Washington, D.C. 20408.

Members of the Committee are Edmund Berkeley, Jr., Fynnette Eaton, John Fleckner, Jacqueline Goggin, Jean Soderlund, and Linda Stanley.

CARRIER PIGEONS

ITT recently discovered in its archives a series of letters written by a Mr. S.S. Dickenson, who had been an employee of Commercial Cable Company, which ITT acquired in 1928. The letters, written from 1896 to 1900, disclose an attempt to train carrier pigeons to fly messages from Sable Island, a barren island 20 miles long in the North Atlantic, to Hazel Hill in Nova Scotia, over 100 miles away.

KANSAS CITY AREA ARCHIVISTS PETITION CONCERNING CERTIFICATION

"We, the membership of the Kansas City Area Archivists, hereby resolve that the Society of American Archivists should reconsider its decision of January 1987 to certify individuals as archivists.

All of us concerned with the well-being of the profession agree that it is important to establish a mechanism to insure maintenance of proper professional standards. We also agree that this mechanism should be even-handed, affordable and effective.

However, in the absence of any standardized educational preparation for a career in archives administration, and considering that the generally accepted body of professional literature is concerned with either extremely general principles or extremely specific problems, the certification of individuals on the basis of a non-existent corpus of testable technical knowledge is, we submit, ill-advised.

We suggest that the SAA should begin certifying institutions, as opposed to individuals, on the basis of an inspection of the facility and its procedures by one or more members of a regionally distributed roster of SAA inspectors. The SAA should also set about establishing a mechanism to certify university level courses in archives administration. Such institutional certification and gradual standardization of training might eventually produce a generation of archivists with backgrounds comparable enough to justify certification of individual archivists.

Most professions which rely on individual certification have a standardized common education experience from which to construct their certification examinations. Such is not the case with the American archivist, who may work in any one of a dozen sorts of repositories and who may or may not have had much formal training in archives administration. A diffuse and varied educational background characterizes us today.

We therefore call on the Council to immediately reconsider its accreditation policy."

RESOLVED by a vote of: 34 votes for; no votes against, September 3, 1987.

THE CENTER FOR ORAL HISTORY

has established a service (Tapescribe) to assist repositories in transcribing oral history tapes. For further information and a fee schedule, contact Michele Palmer, Box U-103, University of Connecticut, Storrs, CT 06268, or phone (203) 486-5245.

UNITED STATES CAPITOL HISTORICAL SOCIETY FELLOWSHIP

Applications are invited for the third year of the United States Capitol Historical Society Fellowship designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods of one month to one full year for a stipend of \$1250 per month. Applications must be received by February 15, 1988. For further information contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202) 225-2700 or 225-1222.

CONSERVATION PROJECT SUPPORT

The Institute of Museum Services offers Conservation Project Support, providing a one-to-one match of funds for collection care and management projects. The maximum individual grant normally will be limited to \$25,000. The application deadline is January 22, 1988.

Highest priority will be given to applications for general preservation planning and conservation surveys. Information and commitments for surveys can be obtained through the Field Service Office of the Northeast Document Conservation Center (NEDCC). For assistance in identifying survey needs and developing proposals, contact Karen Motylewski, Director of Field Services, Northeast Document Conservation Center, 24 School Street, Andover, MA 01810, (617) 470-1010.

For additional information about the Institute of Museum Services' Conservation Project Support Program contact: Theresa Michel, Public Information Officer, IMS, 1100 Pennsylvania Avenue, N.W., Room 510, Washington, D.C. 20506, (202) 786-0536.

MARAC PROCEEDINGS

Cynthia Swank will edit summaries of the proceedings of MARAC sessions and workshops beginning with the Spring 1988 conference (to appear in the Summer 1988 *maa*). Volunteers are needed to report on the individual sessions. To offer assistance or for further information, contact Cynthia Swank, 106 W. Tulpehocken Street, Philadelphia, PA 19144, (212) 210-7123.

CALL FOR PAPERS—ABCNA EDUCATIONAL PAPER PUBLICATIONS

The Association of British Columbia Archivists is instituting the publication of occasional papers on a

variety of subjects of practical interest to archivists in British Columbia. These papers, from eight to twenty pages long, will cover diverse subjects—from records management to public relations, from budget strategies to conservation techniques. Anyone with suggestions for papers or interested in contributing to this series is invited to contact: Laura M. Coles, Publications Coordinator, c/o R.R. 2, S. 43-C. 24, Gibsons, B.C. V0N 1V0, (604) 886-2875.

NHPRC RECORDS GRANTS IN MARAC REGION:

National Recreation and Park Association, Alexandria, Virginia: for a project to establish a records management program for its records and to complete the processing of its pre-1965, records, which are located at the Social History Welfare Archives of the University of Minnesota.

Rochester Institute of Technology, Image Permanence Institute, Rochester, New York: for participation in a study of the degradation process of cellulose acetate safety photographic films. The plan of work calls for the study of the role of temperature and humidity on the deterioration of photographic films in use from the 1930s to the present.

Association for Documentary Editing, Baltimore, Maryland: to provide for a meeting of the advisory committee of The Documentary Heritage Trust of the United States.

Foundation of the New York State Nurses Association, Guilderland, New York: for a project to develop an archival program for the New York State Nurses Association and to initiate the development of a coordinated strategy for documenting the discipline of professional nursing in New York State. The association, which was founded in 1901, is the oldest and largest state nurses association, with a membership of about 31,000.

The George Washington University, Washington, DC: for a two-year project to develop a university archives and records management program. Activities to be undertaken include a campus-wide records survey, development of archives policies, procedures, and retention/disposition schedules, and preservation microfilming.

The next application deadline is February 1, 1988. The Records Program application guidelines brochure is available from Records Program, NHPRC-NPR, National Archives Building, Washington, DC 20408, (202) 523-5386.

NEWS NOTES *(Continued)*

LIBRARY FOR REAGAN PAPERS

A \$30 million library to house Ronald Reagan's Presidential papers will be built on 100 acres of donated land near Ventura, California.

The library and an affiliated center for public affairs will rise about 30 miles northwest of downtown Los Angeles. Efforts to place the library at Stanford University near San Francisco failed in April because of opposition from faculty and Palo Alto landowners.

The 115,000-square-foot library will also have a Presidential office suite and overnight facilities for high officials' conferences. It will house personal and official papers from the President's two terms and papers from Mr. Reagan's term as Governor of California.

Ground will be broken for the project sometime in the third quarter of 1988. The public affairs center is still in the design stage.

WORKSHOP

Old Sturbridge Village and the New England Museum Association will be sponsoring a workshop on museum archives to be held March 18, 1988 at Old Sturbridge Village, Sturbridge, MA. Topics will include arrangement and description, records management, access, copyright, funding sources, conservation and volunteer programs. The workshop is geared towards those who have responsibility for records but little or no experience in archival methods and procedures. The fee is \$45.00. Registration is limited to 40 participants.

For information call or write: Theresa Rini Percy, Director of Research Library, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, MA 01566-0200, phone: (617) 347-3362, ext. 203.

TECHNOLOGY NEWS EDITORS SOUGHT

The MARAC Publications Committee has proposed that the *maa* begin a new column "Technology News." Two editors are sought: one to report on new software and its application to archival administration; the other to handle audio-visual matters. Anyone with ideas on the format or who would like to volunteer to edit or write for the column is encouraged to contact Ronald Becker, Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903, (201) 932-7006. It is anticipated that the new column will commence publication in the v. 17, no. 3 (Summer 1988) issue.

NHPRC ARCHIVAL ADMINISTRATION FELLOWSHIPS

The Records Program of the National Historical Publications and Records Commission (NHPRC)

welcomes applications for its Fellowships in Archival Administration. Jointly funded by the Commission and The Andrew W. Mellon Foundation, the fellowships provide advanced administrative training for mid-career archivists.

The fellowships carry a \$21,000 stipend and up to \$4,200 for fringe benefits, for a nine- to ten-month period beginning between August and October 1988. Applicants should have at least three years of archival work experience and have completed the equivalent of two semesters of full-time graduate work in a program containing an archival education component (i.e., including at least one course in archival methodology).

The application receipt deadline is March 1, 1988.

The host institutions for 1988-89 and their training programs are Cornell University, New York University, and the University of Vermont.

For further information, please contact Laurie A. Bates at (202) 523-5386.

PRESERVING CHINA'S HISTORY

In September 1988 Conservation Administration News will sponsor a unique China study tour, *Preserving China's History*, to administrators of preservation programs for library and archival materials. The tour is planned in conjunction with the Conference of the International Federation of Library Associations (IFLA) in Sydney, Australia, and the 12th International Congress of the International Institute for Conservation (IIC), in Kyoto, Japan. Participants can attend one or both of these international meetings—and

- spend two and half weeks in China;
- visit conservation facilities, archives, libraries, and library schools;
- and exchange ideas and information with Chinese colleagues.

Preserving China's History has been organized and will be led by Susan Garretson Swartzburg and Marjorie Li of Rutgers University. For an application or for further information, please contact Susan G. Swartzburg, Preservation Office, Alexander Library, Rutgers University, New Brunswick, NJ 08903.

OHMAR SPRING MEETING

Oral History in the Mid-Atlantic Region will hold its Spring meeting on March 14, 1988 at the National Archives in Washington, DC, with the theme "Winds of Change: New Directions in Oral History." The all-day conference, co-sponsored by

the National Archives, will feature sessions on technological innovations, educational trends, preservation activities, and uses by the Federal Government. Workshops will cover do's and don'ts of interviewing and demonstrate techniques in videotaping. Noon-time activities include tours of the National Archives and a demonstration of the Optical Digital Image Storage system (ODISS). Interested persons should pre-register. For information, contact Marie B. Allen, Archival Research and Evaluation Staff, National Archives, Washington, DC 20408, (202) 523-5534.

RELIGIOUS ARCHIVES TECHNICAL ASSISTANCE PROJECT

The first year of the two-year NHPRC grant-funded Religious Archives Technical Assistance Project began last summer. Twenty religious and non-profit organizations and institutions were chosen to participate this year and it is expected that up to twenty-five additional repositories will be selected next year. The grant was received by the New York metropolitan area group Archivists in Religious Institutions (ARI).

Although the Project was designed to help newly established religious archives get started, more fully developed archival programs can also benefit from the grant. The Project began with a two-day workshop on Planning Strategies at Graymoor in Garrison, NY in late September. During this workshop, participants began thinking about what they would like to accomplish in their archives during the next year. Each large goal was broken down into a series of smaller, achievable objectives and activities. Expert help was available throughout this process, and participants received individual attention by working in small groups. At the end of the second day participants were assisted in prioritizing their objectives.

The second phase of the grant is currently under way. The project archivist is visiting each participating institution and doing an in-depth archival consultation. At this time, the project archivist can look over the goals and objectives developed at Graymoor and offer further assistance in attaining them and prioritizing activities. The project archivist also meets with the archivist's supervisor, resource allocators, and other members of the institution or community during the consultation. These meetings measure the perceptions and expectations of the Archives and help build support for the archival program. The project archivist also acts as a general resource person for the group and is available after the initial consultation to provide additional archival assistance and to help implement some of the recommendations suggested in the final report.

Applications for the 1988-89 Religious Archives Technical Assistance Project are now available. The deadline for applications is June 1, 1988. Although the Project is aimed at Religious Archives, a limited amount of space is available for non-profit institutions. If you have any questions concerning this project, call or write to Elizabeth Yakel, Project Archivist, Religious Archives Technical Assistance Project, c/o American Bible Society Archives, 1865 Broadway, New York, NY 10023, (202) 581-7400, ext. 348 or 495.

EDUCATION/OUTREACH NEWS NOTES

There are a number of archival education programs throughout the Mid-Atlantic region. While the specifications for each program vary, most require that the student spend about 140 hours in an archival repository, processing a collection and learning how the repository operates. Listed below are several programs within the MARAC region.

D.C. area:

Catholic University, School of Library and Information Science, Washington DC , (202)635-5085; **George Mason University**, Dept. of History, Fairfax, VA , (703)323-2022; **University of Maryland**, College of Library and Information Services, College Park, MD (301)454-5441.

New York:

Columbia University, School of Library Service, Butler Library, NY, NY, 10027 (212)280-2292; **New York University**, Dept. of History, 19 University Place NY, NY 10003 (212)998-8602; **St. Johns University**, Div. of Library and Information Science, Grand Central and Utopia Pkwy., Jamaica, NY 11439 (718)990-6200; **SUNY-Albany**, School of Library and Information Science, 135 Western Ave. DR113, Albany, NY 1(518)442-5110.

Pennsylvania:

Temple University, Urban Archives Center, Philadelphia, PA 19122 (215)787-8257.

Rutgers University and **Pennsylvania State University** operate more structured programs in which students are placed in specific pre-determined repositories. For further information, contact Ruth Simmons (Rutgers) or Lee Stout (Penn State).

The National Archives accepts volunteer student interns in Washington, D.C. and the Field Branches. Students must be enrolled or planning to return to a school on a minimum half-time basis. These internships are a minimum of 160 hours. For information, contact Cynthia Fox, Administrative Staff, Office of the National Archives NN-B, Washington, D.C. 20408, (202) 523-3089.

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STATE AND LOCAL NEWS

D.C.

Outwitting Scholars as Thieves —New York Times, October 13, 1987

Officials at the Library of Congress and the National Archives, two guardians of national historic treasures, are wrestling with the question of how to protect the rare documents entrusted to their care while making them accessible to researchers and scholars.

"A scholarly eminence and Ph.D. degree is no certificate of virtue," said Daniel J. Boorstin, Librarian of Congress emeritus. "It may be a certificate of learning, but when you are developing security measures you have to assume it may be misused."

Both institutions are reviewing their security practices as a result of the F.B.I.'s arrest last August of Charles Merrill Mount, a Washington writer and artist, and the subsequent discovery that scores of historical documents were missing from the two repositories. Mr. Mount, who was charged with interstate transport of stolen property, was well known at both the Library and the Archives as a registered researcher.

The Mount case was of particular concern at the Archives, which had already made some changes in security operations.

Nothing but a Pencil

"For years we put the emphasis on access," said Claudine Weiher, acting deputy archivist. "But about a year and a half ago, over the loud objections of many of our researchers, we took some steps to change procedures to minimize risk. We have now what we call a 'clean' reading room, which means you can't take anything in with you but a pencil."

However, officials say they now realize that even "clean" reading rooms are vulnerable to those intent upon stealing.

The Library of Congress is considering a reconfiguration of its manuscript reading room to allow closer observation of researchers. The Archives, which serves 100,000 researchers a year, is considering a bolstered and better-trained security force and the installation of closed-circuit television.

At both institutions researchers must establish their credentials before being allowed access to rare books and documents. Coats, handbags and briefcases must be stored in lockers. Researchers are given specially marked paper for note taking, and no outside notes are permitted in the constantly monitored reading rooms. Upon leaving, the researcher's notes are checked and all archival materials are returned.

Under this system, someone determined to steal can conceal documents on the body. But both institutions resist the idea of body searches.

Over the years both the Archives and the Library have been remarkably free from loss.

The Archives has had one documented incident. "In the late 1960's a couple who went from repository to repository around the country made off with some material which we later found out about and recovered," Mrs. Weiher recalled.

Mr. Broderick says three major losses have occurred at the Library of Congress: one in 1890, another when some of its rarest documents moved to Fort Knox in World War II were returned after the war and 10 Walt Whitman notebooks were found to be missing, and a third in the early 1970's involving the disappearance of some papers of Felix Frankfurter.

So the ruminations continue as those who treasure history and learning try to balance competing responsibilities.

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MARYLAND

Tentative Listing of Upcoming MARAC Maryland Caucus Events:

Tour by Nancy McCall of the A.M. Chesney Medical Archives, Johns Hopkins University School of Medicine (Baltimore).

Presentation and discussion of archival entrepreneurship by Nancy Merz of History Associates (at the Historic Montrose School in Rockville).

Tour by Elizabeth Schaaf of the Peabody Conservatory library and archives (Baltimore).

Presentation by Steve Cooper of the Maryland State Archives on NHRPC activities in Maryland (Annapolis).

Tour by Katie Vogel of the new AFL-CIO archives facility at the George Meany Center for Labor Studies (Silver Spring; joint meeting with D.C. Caucus).

May outing to the Mt. Airy/Westminster area to view several historical collections and buildings—and to participate in the annual Maryland wine festival.

For further information, contact Gerry Yeager, University of Baltimore Library, 1420 Maryland Ave., Baltimore, MD 21201 or phone (301) 625-3135.

The William D. Pitts Collection

This collection is now open for public research at the Worcester County Library in Snow Hill, Maryland. Created and collected by William Dixon Pitts (1889 - 1983) during his sixty year surveying career, it may be the greatest assemblage of land survey records for any county in America. It occupies seventy cubic feet, and consists of over 19,780 items of land survey records as old as 1677 regarding Worcester County and neighboring lands.

Records in the collection include diaries, reference books and maps, field books, note books, property descriptions, plats, correspondence, and deeds. The plats range from rough sketches of property lines to duplicates of the official drawings filed at the county court house.

For further information, please contact Louise Ash, Worcester County Library, 307 North Washington St., Snow Hill, MD 21863, or phone (301) 632-2600.

NEW JERSEY***The New Jersey State Archives***

is offering a half-price sale of microfilm copies of New Jersey public records and newspapers. For information, contact Daniel P. Jones, Division of Archives and Records Management, Department of State, CN 307, Trenton, NJ 08625, (609) 292-6260.

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The New Jersey Historical Commission

presented recognition awards to the following three institutions for "outstanding service to public knowledge and preservation of the history of New Jersey": Merchantville Historical Society, Historical Society of Princeton, and Special Collections and Archives, Rutgers University Libraries.

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MARAC's New Jersey Caucus

is planning a meeting to be held late next spring to preview plans for the new New Jersey State Archives building, now in the early planning stages. The date for the meeting will be set when there are formal plans and architects' renderings to show.

NEW YORK***Archives Expands Program, Reorganizes***

The New York State Archives' program has been significantly expanded by two pieces of legislation. As a result, the Archives has been renamed the *State Archives and Records Administration* and reorga-

nized into two divisions, the *Division of State Records Programs* and the *Division of External Programs*.

One law transfers responsibility for State government records management from the Office of General Services, where it had been for 27 years, to the State Education Department. The State Archives and Records Administration will continue to administer archival programs for the identification, preservation and research availability of valuable records. New records management responsibilities include the development of new or expanded programs for records retention and disposition analysis and scheduling; education and technical assistance in micrographics, electronic records, and other information technologies; and the operation of an inactive records storage facility at the State Office Campus in Albany.

For further information, contact Cheryl Gorn at the New York State Archives, Office of Cultural Education, New York State Education Department, 10A46 Cultural Education Center, Albany, New York 12230 (518) 474-1195.

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The Manuscripts and Special Collections Unit of the New York State Library

received a grant from the State Education Department to enable the library to enter the bibliographic records of its manuscript collection into the Research Libraries Information Network (RLIN).

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Local Government Records Bill Passes

Governor Mario M. Cuomo recently signed into law the 1987 Local Government Records Bill that modernizes, simplifies and consolidates legal requirements for the management of local government records. Among its provisions is the establishment of a Local Government Records Advisory Council to advise the Education Department on the administration of its responsibilities relating to local government records. The Council will issue a preliminary report on policies, procedures, regulations and financial assistance pertaining to local government records.

In addition to establishing the Council, the Law provides for local governments to develop coordinated records management and archival administration programs and enables them to enter into cooperative agreements for this purpose. It clarifies the State's responsibilities in providing advisory services in technical areas as well as in records management techniques.

The law covers all local governments in the state of New York except New York City, which has its own records program.

For information, contact Edward L. Galvin, Director, Local Records Program, New York State Archives and Records Administration, 10A63 Cultural Education Center, Albany, NY 12230, (518) 474-6926.

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La Guardia Community College Creates Unique Retrieval System for La Guardia Photo Collection

La Guardia Community College has created the first-of-its-kind computerized information retrieval system for its collection of photographs that document the history of Mayor Fiorello H. LaGuardia's New York City.

According to Dr. Richard K. Lieberman, director of the college's Archives and Museum, which houses the 3,000 photographs, no system of this kind exists for any other small archives or museum in the country. The only system similar is a video disk retrieval for collections of over 50,000 photographs.

"Our system will serve as a model for other archives and museums interested in devising computer access systems for their small collections," Dr. Lieberman said, "and will provide easy access to researchers and scholars interested in doing research on Mayor LaGuardia or New York City politics and society in the 1930s and 1940s."

The college's retrieval system is the result of a year-long project, funded by an NEH grant, to identify and organize the collection.

For further information, please contact Office of Communications, LaGuardia Community College, 31-10 Thomson Avenue, Long Island City, New York (718) 482-5060.

PENNSYLVANIA

Gettysburg College

has received a grant from the Pennsylvania Historical and Museum Commission to establish an archival and records management program.

VIRGINIA

Fury Over Faulkner Manuscript

From *Newsday*, October 26, 1987

A Connecticut author who describes herself as William Faulkner's "soulmate" is suing the University of Virginia for his handwritten first draft of *The Sound And The Fury*, saying he gave it to her 35 years ago.

Joan Williams first told the story of her relationship in a 1980 *Atlantic Monthly* article. She sued to gain possession of the novel's manuscript after years of quiet negotiation proved fruitless.

"She says it's hers, we say it's ours, but the courts will have the last word," said University of Virginia spokesman Chip German. Scholars consider the Faulkner collection at Alderman Library to be the best in the world, and the 147-page manuscript in question is the prize of the collection.

Williams, 59, met Faulkner in 1949 and began a relationship "marked from the beginning with the clandestine. The role was not easy for me. I was confused about the morality of meeting a married man and bound by the strictures of the time," Williams wrote.

"In time," she wrote in the *Atlantic*, "Faulkner would say I don't know anything else to do with the rest of my life except put it in your hands."

Williams married in 1955, and Faulkner became Virginia's first writer in residence in 1957. After his death, in 1962, his manuscripts were given to the university.

In her suit filed in September 1987, Williams said Faulkner entrusted *The Sound And The Fury* manuscript to a Random House editor—who has since died—to hold for Williams.

There is a letter to the publishers saying hold this manuscript for Ms. Williams," her attorney, Douglas Shrader, told Richmond's *Sunday Times-Dispatch*. He said the manuscript was mistakenly put in a traveling exhibition that eventually made its way to the University of Virginia.

Through her other lawyer, Sidney Rossoff of New York City, Williams told the paper she sued because "Faulkner gave me the manuscript. He wanted me to have it. That's the reason."

Alderman Library's collection includes manuscripts of 10 other novels, 50 short stories and numerous notes, letters and poems.

History of the Health Sciences Lectures

The University of Virginia Claude Moore Health Science Library announces "The History of the Health Sciences Lecture Series". Topics include self experimentation in medicine (Feb. 9); hidden illness in the White House (Apr. 5); and Edward Jenner and the public image of vaccination, 1798-1923 (date not

yet set). For further information, contact Joan Echtenkamp, Claude Moore Health Sciences Library, Box 234, University of Virginia Medical Center, Charlottesville, VA 22908, (804) 924-0052.

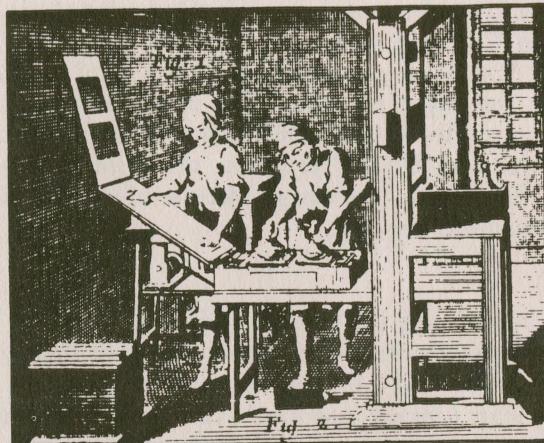


Virginia State Library and Archives Reopens

After being closed for $11\frac{1}{2}$ weeks for safety reasons, the Virginia State Library and Archives are open to the public again during normal business hours. Earlier this year a review of State Library building deficiencies revealed that the electrical system was operating at a 25% overload. Circuit box temperature ranged between 200 and 250 degrees. The internal stack area is a maze of 11 floors, there is no direct egress from offices on four levels, and no fire suppression system anywhere in the building. There were no heat sensors or fire detectors, insufficient exit signs, and a standpipe system disconnected in 1958. The fire marshal stated that in case of fire it would be virtually impossible to bring in fire hoses; the best they could do would be to get people out, let the interior burn, and try to contain the fire from the exterior. On August 19 the Governor's Office shut the building down to protect lives, and all staff were relocated in 3 separate state buildings.

While the building was closed, other deficiencies were intensively investigated: structural, mechanical, spatial, and most importantly, environmental. The HVAC system is 48 years old and insufficient. The buildup of soot in the ventilating system has absorbed loose asbestos. Heat and humidity in the stacks, rare books room, and vault have caused serious outbreaks of fungus and mold for many years. The electrical crisis, however, has made the State Library a top priority in state government, and in August a visual presentation was made to the Joint Finance Legislative Committees.

Since then, the electrical and other systems are being upgraded; stack areas are being cleaned; the number of battery-powered exit signs has been doubled; ca. 400 smoke detectors have been installed; the environment is being tested every other week for viable asbestos; and funds are being sought to address the humidity problem. Meanwhile, an analysis is being made of the amount of damage to be expected if the records stay where they are for several more years. The site has been chosen for a Records Center, but money to build it has not yet been appropriated.



PRESERVATION NEWS

Don Etherington, formerly Assistant Director for Conservation, Harry Ransom Humanities Research Center, University of Texas, and with the Conservation Division, Library of Congress, has been appointed Vice President of Conservation and Preservation, Information Conservation, Inc., in Greensboro, NC. ICI is the parent of General Bookbinding Company, Joseph Ruszika South, and the Library Bindery Company. The division was created in response to customer demand for a full-service preservation and conservation operation within these commercial library binderies. The services that can be provided in a commercial workshop environment, such as deacidification, mending, and encapsulation, can often be better and cheaper than what can be provided in-house.

Sally Buchanan, a consultant known for her work in disaster planning and recover, will work with a consortium of the universities in the Pittsburgh area to plan for preservation and conservation.

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The New York Academy of Medicine has a contract from the National Library of Medicine (NLM) to study the preservation needs and capabilities of the nation's medical libraries. The 11-month project, which began in October, includes the design and administration of a survey instrument for approximately 400 representative libraries to determine the scope of their current activities and capabilities, and their future needs relating to the preservation of library collections. Data obtained from the study will be analyzed to develop recommendations to the National Library of Medicine on the best ways to include other medical libraries in a national plan for insuring the continued existence of the nation's scholarly medical record.

The poster announcing the first hot air balloon flight in the United States was recently restored for the Jersey City, NJ, Museum. Charles F. Durant, the first American aeronaut, a Jersey City resident, made the flight in 1830. The conservation of the Durant poster is the first project of the Museum's "Befriend an Object" program, designed to provide new funds for the conservation of items in its permanent collection.

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The remaining packets of information from the program on Preservation Education sponsored by the Preservation of Library Materials Section at the American Library Association's annual conference last summer are available, while the supply lasts, from ALA's Resources and Technical Services Division office for \$3.50 to cover postage and handling. These packets contain sample training materials, bookmarks and other educational aids prepared and contributed by libraries nationwide. To obtain this useful packet, send your request prepaid to PLMS Packet, RTSD Office, American Library Association, 50 East Huron Street, Chicago, IL 60611.

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The film "Slow Fires: On the Preservation of the Human Record" has been screened on public television. The film highlights the problem of "brittle books," with commentary by Robert MacNeill, of the MacNeill/Lehrer NewsHour and remarks by authors Barbara Tuchman and James Michener and library luminaries Vartan Gregorian and Daniel Boorstin. The film was produced and directed by Terry Sanders, of the American Film Foundation, and was made possible by the Council on Library Resources, with funding from the Andrew W. Mellon Foundation and the National Endowment for the Humanities. It is available for loan or purchase in the hour version on film or video or in a half hour version. It is hoped that it will be used to further educate the public about the problems we face in preserving our documentary history because of deteriorating paper produced in the past 100 years. For information contact the American Film Foundation, P.O. Box 2000, Santa Monica, CA 90406.

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The American Institute for Conservation of Historic and Artistic Works (AIC) is seeking institutional members. Annual membership is \$100 and includes a subscription to the AIC *Journal*, a premier publication in the conservation field, a "Newsletter," filled with information, which appears six times a year, and the AIC membership directory. With the increased concern for the preservation of archival collections, the AIC is the source for information and

assistance. Through membership, institutions can also make their needs known to the members of the conservation profession. The value to our institutions is far more than the annual fee. For more information about membership, contact AIC, The Klingle Mansion, 3545 Williamsburg Lane N.W., Washington, DC 20008. Individuals are urged to join as Associates as well.

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Grants

The National Endowment for the Humanities has made several grants of interest for 1987-88:

American Institute for Conservation of Artistic and Historic Works (AIC): for an expanded version of the *Paper Conservation Catalogue*, a collection of repair and conservation techniques provided by book and paper conservators in an effort to share the body of knowledge in library and archival conservation.

Conservation Center for Art and Historic Artifacts (CCAHA): to continue its preservation/conservation survey and consultation activities over the next three years. For further information and applications for surveys and /or consultations, please contact Evelyn Frangakis, CCAHA, 264 South 23rd Street, Philadelphia, PA 19102.

Society of American Archivists (SAA): for 2 conservation workshops, 10 institutional consultancies, and a comprehensive evaluation of previous workshops and consultancies.

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The New York Academy of Medicine recently received a grant from the New York State Discretionary Grant Program for the Conservation/Preservation of Library Research Materials, to be used for the preservation of the Neinken Collection of Italian broadsides, 1,959 documents dating from the 16th to the 19th centuries. They served originally as government-issued manifestos to instruct the public in matters related to public sanitation, hygiene and health, and preventive and curative measures which were to be taken in instances of plagues and epidemics. The collection will be mended, cleaned, and deacidified, as needed. Each document will be encapsulated and the collection will be rehoused in custom-made boxes.

Both New York and New Jersey are offering grants to institutions within their states for such projects.

EDUCATION

The Resources and Technical Services Division, American Library Association, will sponsor a two-day Conference on Preservation Microfilming at Yale University, New Haven, CT on April 21-22. The conference will cover all aspects of microfilming. For

information contact Ann Menendez, RTSD Division, American Library Association, 50 East Huron Street, Chicago, IL 60611.

RTSD's Preservation Microfilming Committee is planning a program, "The Art of Contracting for Services," for the annual convention in New Orleans, Tuesday, July 12, 9-11 a.m. There will be two panels, one of collectors and one of vendors, including Lee Jones of the Mid-Atlantic Preservation Service.

Although a number of technologies offer tantalizing alternatives to the microfilming of fragile collections, microfilming remains the best and soundest method for the reproduction of valued materials when it is done correctly.

CURRENT READING

Bourke, Thomas A. "The Microfilming of Newspapers: An Overview," *Microform Review*, 15:3 (Summer 1986), 154-157. Bourke presents a history of the filming of newspapers at the New York Public Library and a brief report on current projects and filming methods. See also the article, "United States Newspaper Program: Progress and Prospects," by Larry E. Sullivan in the same issue, pp. 158-161, which provides a brief history of newspaper printing in the U.S., as well as the factors that led to the U.S. Newspaper Project, the present situation and the future of the program.

Byrne, Sherry. "Guidelines for Contracting Microfilming Services," *Microform Review*, 15:4 (Fall 1986), 253-264. Byrne outlines the process involved in the selection of an outside filming agent for preservation microfilming of collections. The article provides sound advice and a model contract. Byrne will be a speaker at the ALA Program on contracting to be held next July.

Clapp, Anne F. *Curatorial Care of Works of Art on Paper: Basic Procedures for Paper Preservation*. NY: Nick Lyons Books, 1987. 191p. This is a thoroughly revised edition of Clapp's classic text that covers the curatorial problems and procedures for handling works of art on paper. While the book is written for the conservation technician, there is much to be learned by the archivist (who knows better than to attempt to treat materials). The volume discusses the environmental factors that cause harm to paper, climate control and furnishings, and provides a selective bibliography.

Dillon, Phyllis "Conservation Planning: Where Can You Find the Help You Need?" *History News*, 42:2 (Aug. 1987), 10-15. This short article provides information on finding specialists and undertaking a conservation survey for planning. The survey procedure and sources of funding are discussed.

Henderson, Cathy. "Curator or Conservator: Who Decides on What Treatment?" *Rare Books & Manuscripts Librarianship*, 2:2 (Fall 1987), 103-107. A review of the issues and discussions that led to the formation of the Curators and Conservators Discussion Group in 1987. The group will meet again at the ALA Mid-winter meeting in January. Its purpose is to add to the body of information on curator and conservator relations and to encourage each to learn more about the others' profession. Our collections can benefit from such an exchange.

PRESERVATION CALENDAR

January 11-13: *New York*: National Security Exposition of products, services and equipment at the Marriott Marquis Hotel. Contact: Andrea Crossetta, Program Director, National Security Exposition, CMC, 200 Connecticut Ave., Box 4990, Norwalk, CT 06856-4990.

January 29-31: *Montreal, Canada*: Preservation Housing Workshop for Archives, Libraries and Museums, covering construction techniques and program administration. Cost: \$300 Canadian. Contact: Ms. J. Perron, Canadian Center for Architecture, 1440 West Ste.-Catherine, Montreal, P.Q., H3G 1R8, Canada.

February 1-12 and June 6-17: *Washington, DC*: Modern Archives Institute, to introduce participants to archival theory and practice and the responsibilities of archival work; for archivists and those planning to enter the field. Contact: Linda Henry, Director, Modern Archives Institute, Office of Public Programs, National Archives and Records Administration, Washington, DC 20408.

April 21-23: *New Haven, CT*: Conference on Preservation Microfilming, to be held at Yale University Library, sponsored by the Resources and Technical Services Division, American Library Association. Contact: Ann Menendez, RTSD Division, American Library Association, 50 East Huron Street, Chicago, IL 60611.

May 10-11: *Ottawa, Canada*: "Conservation in Archives: Current Dimensions and Future Developments," a symposium sponsored by the National Archives of Canada for conservation managers and heads of conservation laboratories. Topics to be covered are parchment, paper, photographic records, magnetic media, standards, future automated technologies and management. Contact: International Conservation Symposium, P.O. Box 3162, Station D, Ottawa, Ontario K1P 6H7.

-Susan Garretson Swartzburg

PEOPLE

Ronald Axelrad has been appointed as a Processor for the papers of the World Jewish Congress at the American Jewish Archives. He served previously as Field Archivist for the New Jersey Synagogue Archives Project.

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The University of Virginia has now established a Special Collections Department which includes manuscripts, rare books, and university archives. **Edmund Berkeley, Jr.** has been named Director, and **Michael Plunkett** has been appointed Curator of Manuscripts.

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Greg Bradsher's article "Researchers, Archivists, and the Access Challenge of the FBI Records in the National Archives" originally published in *The Midwestern Archivist*, v. 11, no. 2 (1986) p. 95-110 has been selected to appear in *Library Literature: The Best of 1987*.

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J. Todd Ellison, Project Archivist for the William D. Pitts Collection at the Worcester County, Maryland Historical Society, has been appointed Project Archivist at the Boulder, Colorado Public Library.

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Robert C. Morris, past chairperson of MARAC's Steering Committee, has been named director of the National Archives-New York Branch. Most recently, he served as Head of Manuscripts and Rare Books at the Schomburg Center for Research in Black Culture of the New York Public Library.

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The National Historical Publications and Records Commission has appointed **Nancy Sahli** director of the Records Program. She replaces **George Vogt** who has become director of the South Carolina Department of Archives and History. Dr. Sahli has been with the NHPRC since 1975.

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Cori Palmer has been appointed Deputy Archivist at the Albany County, NY Hall of Records.

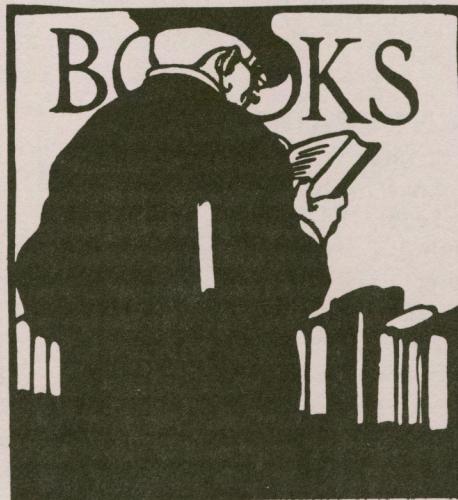
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Donald A. Sinclair, who served as Curator of Special Collections at the Rutgers University Library until his retirement in 1982, received the Annual Award Pitcher from the New Jersey Historical Commission in recognition of his contributions to the study and preservation of the state's history.

Paul A. Stellhorn, formerly Assistant Director of the New Jersey Committee for the Humanities, has been appointed Director of Development at the Newark, N.J. Public Library.

*

Don W. Wilson has been named Archivist of the United States. Since 1981, he has been Director of the Gerald Ford Library and Museum.



REFERENCE SHELF

Colgate University

Colgate University has published a guide to its Archives and Special Collections including information on the department itself and an inventory of its collections. For further information, please contact G. David Anderson, University Archivist, Everett Needham Case Library, Colgate University, Hamilton, NY 13346 or phone (315) 824-1000, ext. 305.

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The University of Delaware Press has published the *Proceedings of the Assembly of the Lower Counties of Delaware 1770-1776, of the Constitutional Convention of 1776, and of the House of Assembly of the Delaware State, 1776-1781* edited by Claudia L. Bushman, Harold B. Hancock, and Elizabeth Moyne Hornsey. It is available for \$49.50 from the University of Delaware Press, 326 Hullihan Hall, Newark, DE 19711.

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Women in Medicine

The Medical College of Pennsylvania has published a *Guide to Collections in the Archives and Special Collections on Women in Medicine*, originally com-

piled in 1981 by Erika Thickman Miller with additions of new collections, editing, and introductory sections by the staff of the Archives and Special Collections on Women in Medicine. Included are descriptions of the records of the Medical College of Pennsylvania; manuscript holdings; and additional holdings including oral histories, audio-visual materials, artifacts, and publications. The *Guide* is available at a cost of \$10.00 from Archives and Special Collections on Women in Medicine, Medical College of Pennsylvania, 3300 Henry Avenue, Philadelphia, PA 19129 or phone (215) 842-7124.

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Manuscript Guide Published

The New Jersey Historical Commission has published *New Jersey Historical Manuscripts: A Guide to Collections in the State*, compiled by Mary R. Murrin. It describes collections in 264 institutions pertaining to the state's history.

The 206-page volume summarizes the collections in detail and identifies the principal items in each. The items include unpublished letters, diaries, account books, genealogical data, and institutional records. The repositories include libraries, historical societies, museums and other historical institutions, but not religious congregations or government agencies.

The entry for each repository gives address and policy information and provides summaries of collections in the following categories: *Business Records; Church and Cemetery Records; Genealogies; Government Records; Legal Documents; Local Histories; Personal Papers and Collections; School Records; Voluntary Association, Organization and Club Records; and Miscellaneous*.

The types of manuscripts in each category are listed, and specific items are sometimes cited as examples. In some cases groups of records (papers related to a particular person, business, topic, etc.) are named.

Three repositories—The New Jersey Historical Society, the Historical Society of Princeton, and Special Collections and Archives, Rutgers University—are represented less fully than the others. Since they have published extensive guides to part for all of their collections, the present volume summarizes them broadly and provides details only when there is new information.

The project was planned and conducted with the assistance of an advisory board of librarians and archivists. Publication was made possible by a grant from the New Jersey Committee for the Humanities. Early work, funded by the Joint Free Public Library of Morristown and Morris Township, led to the pilot

Guide to New Jersey Historical Manuscripts in Morris County, published in 1983, which is incorporated in the larger work.

Copies may be purchased at \$15.00 plus \$1.10 postage from the New Jersey Historical Commission, 113 W. State Street, CN 305, Trenton, NJ 08125 or phone (609) 292-6062.

*

"Deacidification Update", by Linda Overman, appears in the Fall 1987 issue of *The Primary Source* (v. 9, no. 3) p. 20-23. It contains a bibliography on "the mass deacidification controversy". Please contact Society of Mississippi Archivists, P.O. Box 1151, Jackson, Mississippi 39205 for a copy.

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The Fall 1987 issue of *Archival Informatics Newsletter* (v. 1, no. 3) contains "Micro-MARC: amc - a Review" by David Bearman, p. 46, 48 and "The Evolution of an Appraisal Theory for Automated Records" by Thomas E. Brown, p. 49 - 51. Subscription requests should be addressed to Archives and Museum Informatics, 5600 Northumberland Street, Pittsburgh, PA 15217.

*

The Association of Catholic Diocesan Archivists has reprinted *Records Management for Parishes and Schools*. Compiled by David P. Gray, the manual provides parish and school administrators with information on implementing a parish archives/records management program. The manual contains a step-by-step process for establishing a records management program; provides information on care of archival materials; and includes records management forms, glossary, canons relating to parochial archives, and a records retention schedule governing retention and disposition of 225 records common to parishes and schools in the Diocese of Bismarck. Copies are \$3.25 each, \$2.75 each for 50 or more. Price includes postage and handling. Please direct orders to Sr. Catherine Louise La Coste, Diocese of San Diego, P.O. Box 80428, San Diego, CA 92138.

*

The Papers of William Livingston, Volume IV has been published by Rutgers University Press. This is the 4th of 5 volumes of papers of Livingston (first elected governor of New Jersey) spanning writings from July 1780 to April 1783. The price is \$50.00. For further information or to order a copy, please contact Kimberley Murray, Rutgers University Press, 109 Church Street, New Brunswick, NJ 08903 or phone (201) 932-7762.

REFERENCE SHELF (*Continued*)

Retention of Records: A Guide for Retention and Disposal of Student Records By the American Association of Collegiate Registrars and Admissions Officers (1987 revised edition) was prepared to address changes in the technology used in storing student records (microforms, computer media and optical disks) and the archival significance of student records. The *Guide* seeks to provide reasonable standards to assist student records managers in making record retention decisions. Since it is the standard to which college and university registrars (and other officials who handle student records) adhere, it is important for academic archivists to be aware of its contents. The 46-page *Guide* contains information on legal aspects of student records retention and disposition, developing a records retention and disposal program, retention schedule recommendations, methods of storage, and security of student records. Copies of the *Guide* are available for \$8 from the AACRAO Office, One Dupont Circle, NW, Suite 330, Washington, D.C. 20036.

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Preparation of Archival Copies of Theses and Dissertations by Don Etherington and Jane Boyd contains recommendations developed by the American Library Association's Resources and Technical Services Division, Physical Quality of Library Materials Committee. This brief manual contain easy-to-follow guidelines and instructions adaptable to the individual institution's specific requirements. The text is intended for students and to aid librarians in maintaining collections of archival papers. Information appears under such chapters as Margins Illustrations, Duplication, Music and Recorded Sound, and Supply Sources. It is available for \$3.95 from ALA Publishing Services, 50 E. Huron St., Chicago, IL 60611.

*

The U.S. Senate Historical Office has published "Standards for Congressional Collections" in *Senate History* no. 12 (September 1987) pp. 10-11 include the members stature on the international scene; member's relationship with constituency; content quality of the collections; and manageability of the collection. Copies are available from the U.S. Senate Historical Office, Washington, D.C. 20510 or phone (202) 224-6900.

*

Library Directory Associates (LDA) has published statewide directories to all libraries in the individual states containing locations of special collections. For further information, please contact LDA Publishers, 42-36 209th Street, Bayside, NY 11361 or phone (718) 224-9484.

*

Report of the First National Conference on Issues Concerning Computerized Public Records

This report discusses the volume of information now being stored in computers and how public records custodians fulfill their legal responsibilities in making records available to the public. \$2.40 (made payable to the Commonwealth of Massachusetts). Division of Public Records, One Ashburton Place, Room 1701, Boston, MA 02108.

*

ARL/NEDCC Preservation Microfilming Guide

The Association of Research Libraries (ARL) and the Northeast Document Conservation Center (NEDCC) have published a new resource for preservation efforts in libraries and archives. The product of a joint project undertaken by ARL and NEDCC, *Preservation Microfilming: A Guide for Librarians and Archivists* is a handy manual to assist administrators in planning and implementing microfilming projects. Each step of the preservation microfilming process is covered, including overall planning, selection and preparation of materials to be filmed, provision of bibliographic control for microfilmed materials, and storage and care of master negatives. The manual gives instruction on such matters as contracting for filming services, establishing good quality control routines, and estimating costs. Also included in the publication are references to standards, guidelines, and other pertinent documents; checklists; and a sample contract and other forms. The sections on identifying materials for filming, staff requirements, and estimating costs will be especially useful to those seeking funds for microfilming projects.

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Preservation Microfilming: A Guide for Librarians and Archivists (\$40.00 pbk. 212 p. ISBN 0-8389-0481-5 LCCN 87-10020) should be ordered from the Publishing Services Order Department, American Library Association, 50 E. Huron Street, Chicago, IL 60611.

A WORD FROM THE CHAIR: MARAC'S COMMITTEES

A substantial contribution to MARAC's organizational structure was made by our immediate past chair, Bob Morris, and the members of his Steering Committee who compiled a committee *Manual*. The manual, recently finalized, provides detailed guidelines to those who serve on MARAC's Steering, six standing and two special committees, comprising a total of fifty individuals, or approximately 5% of the entire membership of MARAC!

While Steering Committee members and committee chairs utilize the manual to perform their duties, it is important for all MARAC members to know something about our committee system, if for nothing else than to be aware of the opportunities that exist to participate in a meaningful way. In fact, active membership on a MARAC committee is the best way to meet new colleagues, to broaden and strengthen one's own professional experience, and basically to learn something new. Committee service is both challenging and fun!

At the present, all committees are fully staffed, but changes in personnel are always anticipated. Should you have a desire to serve on a particular committee, make the fact known either to the current committee Chair or to the MARAC Chair. We are always eager to learn of individuals who wish to contribute. But, be forewarned, MARAC committee service requires conscientious execution. The strength of our organization is measured by the strength of our committees, and this is carefully weighed.

MARAC's standing committees are Finance, Membership Development, Publications, Education/Outreach, Nominating, and Meetings Coordination. With the exception of the Nominating Committee which has three elected

members and two appointed who are departing the Steering Committee, all have positions to which individuals are appointed from the general membership. Of the two special committees, the Arline Custer Award has elected members and the Finding Aids Award has appointed members.

Committee activities are largely defined in their titles, but further description will illuminate the breadth of committee concerns. Finance works closely with the Treasurer and has general oversight of all financial matters including financial policy, annual budget, contracts, and financial reports. Membership Development is charged with developing programs to recruit and retain members, developing membership benefits, brochures, mailing lists and assisting the MARAC Secretary with special projects. The Publications Committee plans, coordinates, and distributes all MARAC publications and acts as an advisory/editorial board for the Technical Leaflet series, the *mid-atlantic archivist*, and occasional publications. A special project underway just now is MARAC's Fifteenth Anniversary volume.

The Education/Outreach Committee's primary educational purpose is to facilitate, sponsor, and promote educational offerings to the archivists of the MARAC region. MARAC's Nominating Committee plans, executes, and records the annual MARAC election according to our constitution and by-laws. They not only develop the slate of candidates, but count all the ballots as well.

Meetings Coordination oversees the work of the Local Arrangements and Program Committees of each semi-annual meeting. It also interprets and recommends policy relating to conference planning and compiles a Conference Planning Handbook. The Local

Arrangements and Program Committees are not covered in this article as they surely deserve an article to themselves. The combined membership of these committees ranges from about 30 to 40 people per conference.

Our two awards committees rank among the most personally rewarding on which to serve. The Arline Custer Award Committee presents a prize in recognition of outstanding achievement in a published article or monograph by a MARAC member on a subject relevant to the archival profession. The Finding Aids Award Committee presents an award to recognize outstanding achievement in the preparation of finding aids by institutions within the MARAC region and to promote improvements in this area by drawing attention to characteristics of successful finding aids.

A list of committee chairs and members will be published in the Membership Directory. I extend MARAC's sincere thanks to every committee member.

Karen D. Paul, MARAC Chair

EDUCATION/OUTREACH

(Continued from p. 7)

Archivists of Religious Institutions will meet Feb. 18, 1988, 9:30 a.m. to noon, at the American Bible Society, 1865 Broadway, NY, NY 10023. Gino Francesconi, Archivist at Carnegie Hall, will speak on *Making Facsimiles for Exhibits*. Non-members welcome. For information contact Judith Johnson, Salvation Army Archives & Research Center, (212)337-7428.

Information for future Education/Outreach News Notes should be sent to Susan E. Davis, Rare Books and Manuscripts Division, The New York Public Library, 5th Ave. & 42nd St., N.Y., N.Y. 10018.

MARAC STEERING COMMITTEE

CHARLESTON, WVA
15 OCTOBER 1987

Attending: Karen Paul, Martha Slotten, Denis Sennett S.A., Greg Hunter, Kathleen Roe, Rebecca Ebert, Anne Turkos (for Lauren Brown), Karl Niederer, Cora Teel, Maxine Lurie, C. David Anderson, Michele Pacifico, Fynnette Eaton, Don Harrison, Fred Armstrong, Debra Basham, Lee Stout, Ronald Becker.

Chairperson's Report: Karen Paul announced the following appointments:

Education Committee: Fred Miller; *Meetings Committee:* Joan Howard; *Nominating Committee:* Rebecca Ebert and Lee Stout; *Finding Aids Committee:* Frank Suran and Tom Frusciano; *Membership Committee:* Michele Pacifico.

Charleston, West Virginia report: The Local Arrangements and Program chairpersons reported on the present meeting.

Future Meetings: Martha Slotten reported on the following meeting sites:

Allentown, PA	April 28 -30, 1988
Hilton Hotel	
Diane Shaw, Local Arrangements Chair	
Robert Coley, Program Chair	
Williamsburg, VA	Nov. 3-5, 1988
Fort Magruder Conference Center	
Eileen Parris, Local Arrangements Chair	
Waverly Winfree, Program Chair	
Albany, NY area	Spring 1989
James Corsaro, Local Arrangements Chair	
Philadelphia, PA area	Fall, 1989
Fred Miller, Local Arrangements Chair	
Mark Lloyd, Program Chair	

Secretary's Report: Bro. Denis Sennett S.A., reported on current membership and asked state representatives to remind their caucus members to send in renewal dues. As of October 1, there were 460 renewals.

New Logo: The possibility of designing a new logo for MARAC was discussed. Two motions were made:

1. Rebecca Ebert moved that the Publications Committee develop a new logo and report back to the Steering Committee for approval. Seconded by Kathleen Roe. Motion passed.
2. Rebecca Ebert moved that an amount of not more than \$500.00 be allocated for this project. Seconded by Lee Stout. Motion passed.

Karl Niederer will be the Steering Committee's liaison with the Publications Committee on this project.

Liaisons and Archival Representation: There was discussion regarding official MARAC representatives to regional and national professional associations. A motion was made, seconded and passed to "to affirm the previous policy that all liaisons and representatives with other organizations be appointed by the Chairperson of MARAC."

Custer Award: Fynnette Eaton reported that nine submissions were made to the committee and it was a very close competition. The award was given to Fred Stielow for his work on "Oral History".

Archivist Report: Anne Turkos reported in the absence of Lauren Brown. She asked the Steering Committee members to submit materials to the MARAC Archives.

Publications Committee: Don Harrison, reported that the 15th Anniversary Issue is in progress, as is the reprinting of the Technical Leaflets series into one volume. Selected papers given at the Charleston meeting would be collected and edited for publication.

Archivist of the United States: Lee Stout moved that the Steering Committee of MARAC approve a letter of support for the nomination of Don Wilson as Archivist of the United States. Seconded and passed.

Virginia State Archives: The following resolution was moved, seconded, and passed:

"Whereas, the Virginia State Library and Archives closed to the public on August 18, 1987 due to structural deterioration and whereas, the State Library and Archives has remained closed since that time to the detriment of historical and genealogical research and

Whereas, we, as Archivists employed within the Mid-Atlantic region, are concerned that the mission and related responsibilities of the State Library and Archives have been severely hampered as a consequence,

Therefore, we, the members of the Mid-Atlantic Regional Archives Conference do hereby resolve and call upon the elected and appointed state officials to take immediate steps necessary to renew access to the archival and library resources for the benefit of researchers and for the continued conservation of archival materials.

We further recommend consideration be given to providing a new facility for state library and archives services."

Motion passed. The resolution will be sent to Dr. Manarin, Dr. Yates, Gov. Bailes, Donald Finley, Secretary of Education, and Wendell Seldon, Director of General Services.

State Representatives: Discussion was held regarding the duties of State Representatives. Each State Representative was asked to compose a list of what he/she thinks should be in the policy manual regarding the representative's functions.

Next Meeting: Washington, DC, Senate Historical Office, 5 February 1988.

Respectfully submitted,
Denis Sennett, S.A.
Secretary

**MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1987/88 FISCAL YEAR
SECOND QUARTER (INTERIM) - SEPTEMBER 1 TO OCTOBER 12, 1987**

Item	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Budget %
Income							
Membership Dues	9,000.00	818.00	3188.00	0.00	0.00	4006.00	44.51
Publication Sales	250.00	29.50	2.50	0.00	0.00	32.00	12.80
T-Shirt Sales	25.00	0.00	0.00	0.00	0.00	0.00	0.00
MAA Advertising	500.00	100.00	0.00	0.00	0.00	100.00	20.00
Bank Interest & Credits	800.00	103.36	90.80	0.00	0.00	194.16	24.27
Conferences	5,000.00	5,334.87	0.00	0.00	0.00	5,334.87	106.70
sale of Mailing List	0.00	40.00	0.00	0.00	0.00	40.00	ERR
	15,575.00	6,425.73	3,281.30	0.00	0.00	9,707.03	62.32
Expenses							
Admin. & General	850.00	74.14	0.00	0.00	0.00	74.14	8.72
Membership	1,710.00	206.80	401.18	0.00	0.00	607.98	35.55
Committees	2,850.00	828.40	0.00	0.00	0.00	828.40	29.07
Conferences	1,000.00	0.00	633.27	0.00	0.00	633.27	63.33
Publications	9,000.00	2,042.60	1,445.38	0.00	0.00	3,487.98	38.76
Awards	200.00	0.00	0.00	0.00	0.00	0.00	0.00
	15,610.00	3,151.94	2,479.83	0.00	0.00	5,631.77	36.08
Summary							
Opening Balance	20,599.93						
Income	3,281.30	Current	6,273.79	3,281.30	2,479.83	7,075.26	
Expenses	2,479.83	Endowed	3,000.00	0.00	0.00	3,000.00	
Closing Balance	21,401.40	Reserve	11,326.14	0.00	0.00	11,362.14	
		Surplus	0.00	0.00	0.00	0.00	
Checking	3,141.72		20,599.93	3,281.30	2,479.83	21,401.40	
Money Market	8,259.68						
Certif. of Deposit	10,000.00						
	21,401.40						

NOTE: At the beginning of the fiscal year, I transferred \$3,235.05 from the Current to the Reserve Account. Therefore the Current Account began the year with a \$3,000 "loan."

BUSINESS MEETING•CHARLESTON, WVA•17 OCTOBER 1987

The annual business meeting was chaired by Karen Paul. Steering Committee proceedings were shared with the membership, and the following items brought to the membership's attention:

All Committees are fully staffed and operating. The committee and meetings manuals are nearing completion. The Precedents and By-laws are being compiled from the minutes for publication together with the Constitution for the membership directory.

RESOLUTIONS

I

Whereas, we have been entertained by Liars, Balladeers and Banjo Pickers, and, our toes have not yet stopped tapping from the fine fiddling, and

Whereas, we have been royally treated and have seen that West Virginia is truly "Almost Heaven", and

Whereas, autumn in the great state of West Virginia has smiled upon MARAC for these past few days,

THEREFORE, BE IT RESOLVED THAT: The Mid-Atlantic Regional Archives Conference heartily thanks Fred Armstrong and his merry band of mountaineers.

II

"Whereas the Charleston Meeting has eloquently shown that it is still possible to say something new about the Constitution in this bicentennial year, and

Whereas, the Program Committee has succeeded in demonstrating the diverse ways in which Archives exemplify aspects of a Living Constitution with imaginative workshops and sessions ranging from legal issues to popular culture and

Whereas, Leonard Rapport's luncheon address marked him as both an archival Ulysses and Homer, steering a steady course on the oil-dark highway between the Scylla of Professional Incompetence and the Charybdis of Mixed Metaphors, and

Whereas, Fred Armstrong's shrewd juxtaposition of keynote speaker Ken Heckler and entertainer Paul Lepp effectively refuted the common notion that West Virginia's biggest liars are all in government,

BE IT RESOLVED that the MARAC membership heartily thank Karen Paul and the Program Committee for a stimulating and provocative fall meeting along the Kanawha River."

Brother Denis Sennett
MARAC Secretary
Friars of the Atonement Archives
Graymoor
Garrison, NY 10524

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The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers; and to encourage

professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are \$10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to *maa* for \$10.00. Requests for back copies of *maa* (\$1.25 each copy) and membership applications should be addressed to: Brother Denis Sennett, MARAC Secretary, Friars of the Atonement Archives, Graymoor, Garrison, NY 10524. Items submitted for *maa* publication should be typed and double-spaced. Send material to: Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903; telephone (201) 932-7006. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Richard W. Steele, 468 17th Ave., Paterson, NJ 07504, telephone (201)684-7053.

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